# **Absence**

## **Absence:** • Intermittent FMLA

# **Employee**

#### ENTERING ABSENCE OF PAID INTERMITTENT FMLA



<u>Note</u>: If it is for caregiver, then sick will not be allowed to be used unless the employee has not used the 40 hours per fiscal year of Family Care and has 40 hours of Sick available.

From the Home page:

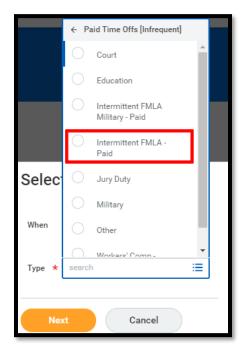
- 1. Click the **Absence** icon under Applications.
- 2. Click the Request Absence.



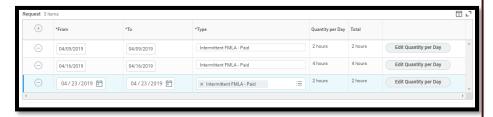
3. Select Date(s) and Request Absence.

Balances	Today ( ) April 2019 V						
Balance so of 04 / 12 / 2019	Sureley	Monday	Tuenday	Wednesday	Thursday	Enday	Saturday
Per Plan		1	2	3	4	5	6
Barriard Holiday G Hours							
Compensatory 14 Hours Education 3 Teleurs 140 Family 6 Medical Leave - FMLA - Self 480 Places Family Cove Time GM Flore 32 Hours 6 Hours 6 Hours 6 Hours 7 Hou	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	1		3	4
Sich Time Off Plan 97:231324 Hours Vacation Time Off Plan							
3 Days - Request Absence							

4. Click on ≡ in the Type field > Paid Time Offs [Infrequent] > Intermittent FMLA – Paid. Then click Next.



**5.** Review the date(s) and **Edit Quantity Per Day** to the number of hours per day you will be taking off.



- 6. Then click Submit.
- **7.** This will go to then go to manager and HR Partner to review & approve.

## **Absence**

### Absence:

# Intermittent FMLA

**Employee** 

8. You will get To Do: Intermittent FMLA Paid Needs Additional Paid Time Off Entry: Absence Request: Employee Name

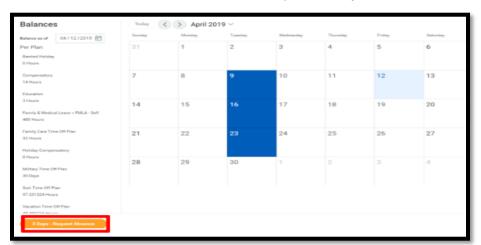
The time off request includes a paid intermittent FMLA time off type Instructions In order to ensure the employee is paid appropriately for the time off an additional paid time off type must be entered (ex. Vacation, Sick, Compensatory, etc.).

#### From the Home page:

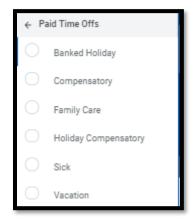
- 1. Click the **Absence** icon under Applications.
- Click the **Request Absence**.



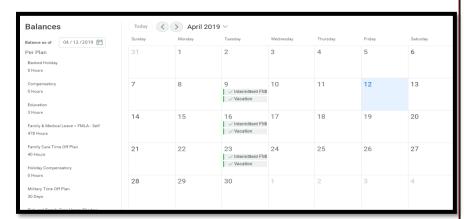
**3.** Select the dates that were selected on Step 3 and **Request Absence**.



**4.** Click on ≡ in the **Type** field > **Paid Time Offs** > Select Appropriate time. Then click Next.



- 5. Review the date(s) and Edit Quantity Per Day to the number of hours per day you will be taking off. These hours should match Step 5.
- **6.** Once the paid time is approved by manager, then it will look like below.



You have successfully entered absence for intermittent FMLA. If you have questions, then please reach out to your HR Partner.

